



Alameda Recreation and Park Department
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www.alamedaca.gov/recreation

2015-2016
RECREATION AFTERSCHOOL
PROGRAM
(RAP - Kindergarten)
PARENT HANDBOOK



Tax I.D. #94-6000288

**Welcome to Alameda Recreation and Park Department's
Recreation Afterschool Program for KINDERGARTNERS,
from Paden & Maya Lin Elementary Schools!**

We are delighted that your child will be participating in **RAP**. This program is designed to provide boys and girls in **KINDERGARTEN** with a variety of closely supervised recreational activities on weekday afternoons. The goals of the program are to help children discover and explore new recreational interests, encourage participation, and provide supervised social opportunities. The following information will answer many of your questions. For additional information or clarification, please contact the **RAP** Program Coordinator in the Alameda Recreation and Park Department at (510) 747-7529.

STANDARD OF CARE

- Alameda Recreation and Park Department prides itself on employing staff that is well trained, customer friendly and prepared to implement a program that is consistent with the City's mission and the goals developed for each program.
- **RAP** Staff are trained Recreation Leaders. Staff are hired based on their experience working with children and are certified in CPR and First Aid.

SAFETY

Your child's safety is extremely important. We require **RAP** participants to walk with Staff to **RAP** sites. **RAP participants must obey all Staff instructions and traffic rules while en route to their sites.** Those who have **bicycles or scooters must walk** them and stay with Staff.

LOCATIONS

IMPORTANT - IMPORTANT - IMPORTANT

A minimum of 10 students must be registered at a school in order to be a RAP Pick-Up Site

The **RAP** program is provided for **KINDERGARTEN STUDENTS** at Longfellow Park.

RAP participants must meet **RAP** Leaders **as soon as school is dismissed** (and this includes modified school days) at the following locations:

SCHOOL

MEET RAP LEADER AT:

Paden	Outside of their classrooms
Maya Lin	Outside of their classrooms

Reminder: **RAP** Staff are not able to return back to school to pick up late children. No special arrangements can be made to accommodate children who are late coming back from field trips, attending after school enrichment programs, or detention.

REGISTRATION PROCEDURES

To register for **RAP**, please come to the Recreation and Parks Office, 2226 Santa Clara Avenue, Alameda (Santa Clara Ave & Walnut St), Monday through Thursday, 8:00 a.m. to 6:00 p.m. Registrations are taken on a first-come, first-served basis. **Online registration for RAP is not available due to complex registration procedures.** Registrations and fees will not be accepted at school or by RAP leaders. **RAP** information and registration forms are also available online: www.alamedaca.gov/Recreation

Registration forms and fees must be submitted **48 hours in advance** before your child is picked up by **RAP** Staff.

DAY CHANGES

On the registration form, you must specify the days of the week **RAP** will pick up your child. These days will remain the same for the full session unless you pay the **\$15 administrative fee** to change them.

EXTRA DAYS (2 OR 3 DAY PROGRAM PARTICIPANTS)

You may add additional pick-up days (outside of your regular days). You **CANNOT** swap any regular day(s) for any extra day(s). There is a **\$15 per day charge**, which must be paid in full **48 business hours in advance** of the date needed.

PAYMENTS

RAP fees are due when registering your child; we must receive either the single payment or the split payment at the time of registration. Siblings must pay the same fees. **THERE ARE NO REFUNDS, CREDITS OR MAKE-UPS FOR DAYS YOU MISS.** *If each parent is paying a portion of the **RAP** fees, they will need to pay at the same time in order to be charged the single payment fee; otherwise, each parent will be charged the split payment fee.*

PAYMENT INFORMATION

Payment reminders will be posted at **RAP** sites a week before payment is due. Your spot in **RAP** is only guaranteed if payments are made by their due dates (listed below). **PAYMENT REMINDERS WILL NOT BE SENT HOME.** It is the client's responsibility to adhere to the listed payment due dates. *Please note: You do not have to wait until the due date to make your payments. You may pay them anytime between your initial registration and the due date.*

RECEIPTS

You will be issued a receipt upon registration for your tax purposes. There will be a **\$5 reprint service charge for each receipt.** The tax identification number for Alameda Recreation and Park Department is: **94-6000288.**

DAYS AND TIMES

The school year is separated into three sessions:

Fall Session:	August 31 to November 20, 2015
Winter Session:	November 30, 2015 to March 11, 2016
Spring Session:	March 14, 2016 to June 16, 2016

FALL SESSION: August 31 to November 20, 2015

Single Payment Due: Thursday, August 27th
1st Installment Due: Thursday, August 27th
2nd Installment Due: Thursday, October 8th

PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.

5 DAYS/WEEK:

Kindergarten

Single Payment: \$732
1st Installment: \$396
2nd Installment: \$396

3 DAYS/WEEK:

Kindergarten

Single Payment: \$468
1st Installment: \$264
2nd Installment: \$264

2 DAYS/WEEK:

Kindergarten

Single Payment: \$324
1st Installment: \$192
2nd Installment: \$192



WINTER SESSION: November 30, 2015 to March 11, 2016

Single Payment Due: Thursday, November 19th
1st Installment Due: Thursday, November 19th
2nd Installment Due: Thursday, January 28th

PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.

5 DAYS/WEEK:

Kindergarten

Single Payment: \$794
1st Installment: \$427
2nd Installment: \$427

3 DAYS/WEEK:

Kindergarten

Single Payment: \$508
1st Installment: \$284
2nd Installment: \$284

2 DAYS/WEEK:

Kindergarten

Single Payment: \$352
1st Installment: \$206
2nd Installment: \$206



SPRING SESSION March 14 to June 16, 2016

Single Payment Due:	Thursday, March 10th
1st Installment Due:	Thursday, March 10th
2nd Installment Due:	Thursday, May 5th

PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.

5 DAYS/WEEK:

Kindergarten

Single Payment:	\$794
1st Installment:	\$427
2nd Installment:	\$427

3 DAYS/WEEK:

Kindergarten

Single Payment:	\$508
1 st Installment:	\$284
2 nd Installment:	\$284

2 DAYS/WEEK:

Kindergarten

Single Payment:	\$352
1 st Installment:	\$206
2 nd Installment:	\$206



FEE ASSISTANCE

A limited number of partial fee assistance is available. To qualify, please complete a Fee Assistance Request Form from the Recreation and Park Department. Allow a minimum of three (3) weeks to process.

CANCELLATION POLICY

If you have a change of schedule or the program is not working for you, credits may be granted on a prorated basis with the Supervisor's approval. All cancellations will be assessed a \$15 withdrawal fee. **Refunds will not be issued.** You will receive credit on your ARPD account to be used by anyone in your family for any future ARPD program.

RAP meets Monday through Friday from school dismissal time to 5:30 p.m. Dismissal time includes early dismissal on Wednesdays and modified school days. Children may register to attend **RAP** for 2, 3 or 5 days a week. **RAP** is open on student school days only. **RAP is not held on school holidays or non-school days.**

STAFF RATIO

A minimum ratio of 1 staff person per 14 children will be maintained at all times. Staff will supervise children's participation in all aspects of the program.

ABSENCES

On days when your child will be absent from **RAP**, please notify the Recreation and Parks Office, **(510) 747-7529**, **before 11:00 a.m.** An alternate phone number for Friday is **(510) 406-3042**. Specifically ask that a note be left in the **RAP** box. ***Refunds, credits or make up days will not be given for missed days.*** **RAP** Staff cannot accept the word of the child.

AFTER SCHOOL ACTIVITIES/SCHEDULES

On days when your child has an after school activity of any kind (enrichment, late return from a field trip, detention, etc.) your child will not be picked up by the **RAP** staff. **RAP** staff cannot wait for your child as they must return to the park. If your child will be dropped off at **RAP** after the conclusion of their program, it is the parent's responsibility to make those arrangements. Please notify the Recreation and Parks Office, **(510) 747-7529**, **before 11:00 a.m.** An alternate phone number for Friday is **(510) 406-3042**. Specifically ask that a note be left in the **RAP** box. ***Refunds, credits or make up days will not be given for days you miss.***

PICKING UP CHILDREN

Parents or designated adults must pick children up by **5:30 p.m.** Children may walk or bike home if parents have indicated they have permission on the registration form, including departure time.

NOTE: Once a child signs himself/herself out, he/she may not return to RAP. They are checked out for the day. Changes in pick-up arrangements must be communicated through the Alameda Recreation and Park Department main office (510) 747-7529.

STARTING AT 5:31 P.M., A LATE FEE OF \$1 PER MINUTE PER CHILD WILL BE CHARGED FOR LATE PICK-UPS PAYABLE THE SAME DAY INCURRED. FOR THE SAFETY OF THE CHILD, THE POLICE WILL BE CONTACTED IF YOUR CHILD IS NOT PICKED UP BY 6:00 p.m.



RAINY DAYS

RAP participants will remain at the school site on very rainy days unless there is a break in the weather. They should dress appropriately for wet or cold weather. If you do not want your child to attend **RAP** on a particular day due to weather, be sure to let the **RAP** Leader know by leaving a message with the Recreation and Parks Office, **(510) 747-7529** **before 11:00 a.m.** An alternate phone number for Friday is **(510) 406-3042**. If parents are not sure where to pick up their child on days of inclement weather, call the Recreation and Parks Office **after 4:00 p.m. at (510) 747-7529.**

HOLIDAYS

RAP does not meet on the following Alameda Unified School District (AUSD) Staff Development Days, Public School Holidays or Legal Holidays:

September 7, 2015	Labor Day Holiday
October 12, 2015	Non-Student Day
November 11, 2015	Veteran's Day Holiday
November 23-27, 2015	Fall Break
December 18, 2015 - January 1, 2016	Winter Break
January 18, 2016	Martin Luther King Jr. Holiday
February 12, 2016	Lincoln's Day Holiday
February 15, 2016	President's Day Holiday
March 25-April 1, 2016	Spring Break
May 30, 2016	Memorial Day Holiday

*We will have camps available during the week-long breaks that are ***NOT PART OF RAP***. We will have alternate programming on select non-student days or on holidays where applicable. Separate registration forms and payment are required and will be available in the Alameda Recreation and Park Department (2226 Santa Clara Ave, Alameda, CA 94501) or download forms from www.alamedaca.gov/Recreation

EMERGENCIES

Every **RAP** participant must have a completed registration form listing an emergency contact person and phone number and a completed medical treatment consent form. To contact your child at:

Longfellow Park(510) 522-5262

SNACKS

A snack will be provided each day. This is not intended to be a meal, so if your child(ren) would like more than what RAP provides, please send them with extra snacks. Please inform Staff if your child has any allergy or food problems. ***Should your child have a severe food allergy***, you may wish to provide a snack for your child.



HOMEWORK

It is **NOT** the **RAP** Leaders' responsibility to provide one-on-one tutoring for your child or to ensure that homework is completed by the time the child is picked up or leaves for the day. However, a homework area will be provided for children to use.

BEHAVIOR

Participants are expected to follow Staff directions, show respect for other children and the park. Children must use equipment and supplies appropriately and safely. Behavior problems will be handled using a progressive discipline procedure. This may include warnings, time-outs, phone calls to parents, suspension and/or expulsion from the program. Each incident will be handled on a case-by-case basis and staff will determine discipline appropriate to the incident.



LOST AND FOUND

Each site will have a ***Lost and Found Container***, which will be emptied on a monthly basis. Should your child lose an item, please check with your Recreation Leaders to see if it has been turned in. The Alameda Recreation and Park Department is not responsible for any lost or stolen items. *Please do not bring any electronic, valuable, or sentimental items to **RAP**.*

Thank you for your interest in our **RAP** after school care program. We hope your child enjoys his/her experience this year!